

	PROCEDURES FOR FEDERAL/STATE/LOCAL GRANTS AND CONTRACTS PHOENIX POLICE DEPARTMENT	Operations Order 3.6.01 Rev. 08/06/24 PAGE 1
---	--	--

1. **PURPOSE STATEMENT**

To ensure compliance with all City and grant regulations, all requests to enter into an agreement with the Department for grants, intergovernmental agreements (IGA), memorandums of understanding (MOUs), memorandum of agreements (MOAs), letters of agreements (LOAs), and/or contracts for police services, supplies, equipment, and/or consultants/contract services, are to be processed by the Fiscal Management Bureau (FMB) as the central point of contact.

2. **SCOPE**

This policy applies to all employees responsible for the preparation of federal, state, and local grants and **all** contracts.

3. **AUTHORITY**

A. All agreements listed in this order require approval from City Council to apply for, accept, and enter into agreement, and when applicable, from the Public Safety and Justice Subcommittee. Refer to A.R. 1.81 for regulations.

B. All agreements listed in this order require the signatures of all involved parties, approval from the Law Department, and must be attested to by the City Clerk before they are considered valid, fully executed agreements.

(1) Per the City Charter, the City Manager or his/her designee is the only City employee authorized to enter into a contract (Grant Agreement, IGA, MOU, LOA, etc.) on behalf of the City.

C. Authority to revise this order must comply with [Administrative Regulation \(AR\) 1.81, Federal, State, and Other Grant Applications](#), and [Operations Order 3.8.00, Written Directives and Communications](#).

4. **ROLES AND RESPONSIBILITIES**

A. FMB will review and process all Federal, State, and local grants as well as IGAs, MOUs and LOAs.

(1) The Grants Unit Supervisor will serve as the primary source for all agreements referred to in section 1. See FMB Manual Section 2.a for detailed Grants Unit responsibilities.

(2) Subject Matter Experts (SME) will serve as the program manager for all agreements referred to in section 1. See FMB Manual Section 2.b for detailed SME program manager responsibilities.

(3) Accountants will serve as the financial manager for all agreements referred to in section 1. See FMB Manual Section 2.c Financial Manager for detailed responsibilities.

5. **INTERGOVERNMENTAL AGREEMENTS (IGA)**

A. An IGA is written by the entity funding the action of the agreement.

B. FMB will manage financial tracking and billing of the work completed within the IGA. See FMB Manual Section 3 for detailed IGA management procedures.

6. **MEMORANDUM OF UNDERSTANDING (MOU) AND MEMORANDUM OF AGREEMENT (MOA)**

A. An MOU or MOA is written by the primary party requesting the action of the agreement.

	PROCEDURES FOR FEDERAL/STATE/LOCAL GRANTS AND CONTRACTS	Operations Order 3.6.01
	PHOENIX POLICE DEPARTMENT	Rev. 08/06/24 PAGE 2

- B. FMB will manage financial tracking and billing of the work completed within the IGA. See FMB Manual Section 4 for detailed MOU/MOA management procedures.

7. **Letter of Agreement (LOA)**

- A. An LOA is written by the primary party requesting the action of the agreement.
- B. FMB will manage financial tracking and billing of the work completed within the IGA. See FMB Manual Section 5 for detailed LOA management procedures.

8. **FEDERAL, STATE, LOCAL, AND/OR FOUNDATION GRANTS**

- A. The Grants Unit will accept, execute, and manage the budget of all awarded grants per the requirements that are specified in the solicitation and agreement. See FMB Manual Section x.x for detailed grant management procedures.
- B. The Program Manager will complete performance reports and collaborate with FMB for execution of the budget awarded.

9. **SUB-RECIPIENT MONITORING AND MANAGEMENT**

- A. FMB will monitor and manage sub-recipient funding requirements from the solicitation and agreement of the awarded grant. See FMB Manual Section 7 for detailed sub-recipient monitoring management procedures.

Last Organizational Review: